

To: Superintendents and Test Coordinators  
From: Margo Healy, Director of Assessment and Accountability  
Date: September 5, 2008  
RE: Test Coordinator Update - **Reactivations**

Greetings to all of you,

**The ISAT is NOT a timed test.** The CORE NCLB Test presents 45 items per content area. The recommended time for scheduling a single content area is 90 minutes. Most students will complete the test in 90 minutes. For students that are slow testers, scheduling their *start time* early in the day will allow for ample time to complete one content area in one school day.

1. Lab proctors and teachers can tell you which students are slow test takers. You may extend the full school day to them, reactivating when necessary within the day, as long as they are monitored during any and all breaks.
2. Many IEP teams write IEPs allowing extended time for testing. Please read all IEPs for this requirement and schedule appropriately. Students who have an IEP allowing extended time are meant to be scheduled early in the day. The 90 minute test window can be expanded to include an entire school day, or multiple sessions within the same school day.
3. Federal law requires that you honor IEPs, ELPs and 504s, even if the accommodations invalidate the test. (NCLB includes **5% not tested** to allow for the students that will not get a valid score for whatever reason). For each content area, the test is 45 total items, no extender, and no field test items. There will be some IEPs, ELPs and 504s that require testing on multiple days. Please request pre-approval for students whose IEPs require multiple days and multiple settings. These students **are** the special cases for which the State will approve overnight reactivations in advance. **Overnight reactivations are designed for those students whose IEPs, ELPs and 504 plans require very short sessions over a period of days.**

Reactivations within the same school day are allowed at the discretion of the building test coordinator and principal. Overnight reactivations presented many problems in the last two ISAT administrations. Overnight reactivations are a test security issue!

*OSBE received more than 20,000 requests for special education (IEP) students who needed reactivations overnight. Believing we had allowed this misunderstanding to exist, we gave blanket approval to your entire list. Requests for students that became ill during the test session numbered over 1000. Most of these were approved. Requests for students who were taken out for appointments were very frequent. These requests were denied.*

***NEW for this fall!*** The scripts (directions) require the proctor to ask the students to verify they are feeling well enough to complete the test and that they have no outside appointments. Hopefully, this will help you identify those students who should not even begin testing. As always, we are willing to consider your reactivation requests for extenuating circumstances.

**General Guidelines:**

**Approvals**

- 1) Computer Malfunction / Lost Internet Connection
- 2) Emergencies (Bomb Threat, Fire Drill, etc.)

**Denials**

- 1) Time (No exceptions other than specific IEP, ELP, or 504 plans as stated above)
- 2) Illness / Doctor Appointments
- 3) Left for School Activities / Field Trip
- 4) Wrong Ticket / Login Error - Your proctors must be well prepared!
- 5) Students that become ill during testing
- 6) Using a non-audio ticket for a student requiring an audio accommodation.

All overnight reactivations must be pre-approved and submitted to [accountability@osbe.idaho.gov](mailto:accountability@osbe.idaho.gov) by District's Test Coordinators using the reactivation form:

[http://www.boardofed.idaho.gov/saa/documents/District\\_Reactivation\\_Form.xls](http://www.boardofed.idaho.gov/saa/documents/District_Reactivation_Form.xls).

**Webex Training Sessions**

DRC hosted several Webex trainings this past week which were very successful. Please be sure to review the Webex FAQs to clarify any questions you might have about the upcoming fall ISAT administration.

<http://isat.caltesting.org/docs/ISATFall08WebexQandA.doc>